

FINANCE DEPARTMENT SUMMARY

The Finance Department monitors and coordinates financial resources and supplies for all departments. The Budget and Management Division supervises the development and administration of the annual operating budget; the City Clerk's office is responsible for maintaining all official City records and preparing minutes of City Council meetings; the Controller's Division directs general accounting and payroll activity; Purchasing ensures the economical purchase of supplies and services and oversees the central stores; Treasury is the central collection and distribution agency for City funds and handles fund investment for maximum yield; and Retirement and Insurance coordinates the retirement systems, life insurance program, health insurance programs, and the deferred compensation program.

Budget Highlights

The adopted 1988 budget reflects an increase of \$11,475 (.4%) from the 1987 budget.

- Personnel costs account for 76% of the Finance budget.
- The number of positions has increased for 1988 to 74 full-time and 1 part-time with the addition of a Risk Manager (position totals include internal services -- Stationery Stores, DP/OA, and Self-Insurance).
- In 1987, the duties of the City Clerk were assumed by the Director of Finance and a Financial Analyst position was added.
- County Data Processing charges have decreased \$27,065 (7.2%) from \$373,355 in 1987 to \$346,290 in 1988.
- Contractual Services have decreased \$49,775 (9.1%) from \$546,355 in 1987 to \$496,580 in 1988.

<u>Budget Summary</u>		
	<u>1987</u>	<u>1988</u>
Personal Services	\$1,944,170	\$2,010,570
Contractual Services	546,355	496,580
Commodities	108,560	109,440
Capital Outlay	11,160	5,130
Other	--	--
Total	<u>\$2,610,245</u>	<u>\$2,621,720</u>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
PERSONAL SERVICES			
110 Salaries & Wages	\$ 7,571	\$ 60,665	\$ 98,220
12x Health and Life Insurance	<u>1,881</u>	<u>1,790</u>	<u>1,900</u>
TOTAL PERSONAL SERVICES	\$ 9,452	\$ 62,455	\$ 100,120
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	1,760	2,155	1,780
230 Transportation Out-of-city	6,366	1,000	1,000
231 Transportation In-city		2,400	
240 Advertising	5		
250 Insurance			
260 Dues and Subscriptions	12		
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>58</u>		
TOTAL CONTRACTUAL SERVICES	\$ 8,201	\$ 5,555	\$ 2,780
COMMODITIES			
310 Office Supplies	\$ 441	\$ 1,200	\$ 1,230
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment		100	100
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 441	\$ 1,300	\$ 1,330
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ --
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 18,094	\$ 69,310	\$ 104,230

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and to render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, auditing, bookkeeping, office automation/data processing, billing and purchasing activities for the City, and responsibilities of City Clerk's position, deleted for 1988 in the City Clerk's Division. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, retirement systems, and risk management systems. For 1988, the Administrative Secretary position, previously shown in Budget and Management Division, is budgeted under the Director's office and the position of Financial Analyst has been added.

POSITION TITLE	POSITIONS		1988 EMPLOYMENT RANGE	1988 ADOPTED
	1987 BUDGET	1988 BUDGET		
Director of Finance	1	1	E-4	\$52,000
Financial Analyst	0	1	626	23,920
Administrative Secretary	0	1	620	21,720
Subtotal	<u>1</u>	<u>3</u>		<u>\$97,640</u>
ADD:				
Longevity				200
Year End Payroll Accrual				<u>380</u>
TOTAL				<u>\$98,220</u>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO.: 110-40-060-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 199,444	\$ 213,875	\$ 222,380
12x Health and Life Insurance	<u>8,752</u>	<u>8,310</u>	<u>8,840</u>
TOTAL PERSONAL SERVICES	\$ 208,196	\$ 222,185	\$ 231,220
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	5,082	4,835	4,030
230 Transportation Out-of-city	790		
231 Transportation In-city	2,037		
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	140	400	400
270 Professional Services			
291 Office Automation	9,900	9,900	10,340
292 Data Processing	3,371	3,485	4,050
293 Central Maintenance			
294 Motor Pool Charges	14	200	200
295 Other Contractual Services	<u>17</u>	<u>500</u>	<u>400</u>
TOTAL CONTRACTUAL SERVICES	\$ 21,351	\$ 19,320	\$ 19,420
COMMODITIES			
310 Office Supplies	\$ 10,836	\$ 9,000	\$ 9,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	84	100	100
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 10,920	\$ 9,100	\$ 9,100
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment		500	730
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ 500	\$ 730
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 240,467	\$ 251,105	\$ 260,470

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: BUDGET AND MANAGEMENT

ACTIVITY NO.: 110-40-060-50000

The Budget and Management Division supervises the development and administration of the annual operating budget. This division also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this division is developing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; for instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating, and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget transfers and financial studies for conformance to City policies. The Budget Office also prepares the City organization chart. For 1988, the Administrative Secretary I position moved to the Finance Director's office, replaced by a secretary (618/619).

Data Processing and Office Automation support are also part of this division. (For more information, see Internal Service Funds.)

POSITION TITLE	POSITIONS		1988	1988 ADOPTED
	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	
Research and Budget Officer	1	1	E-8	\$ 45,450
Budget Coordinator	1	1	631	36,560
Administrative Analyst	2	2	629	67,310
Budget Analyst II	2	2	626	50,000
Administrative Secretary I	1	0	--	--
Secretary	<u>0</u>	<u>1</u>	618/19	<u>20,740</u>
Subtotal	<u>7</u>	<u>7</u>		\$220,060
ADD: Longevity				1,470
Year End Payroll Accrual				<u>850</u>
TOTAL				<u>\$222,380</u>

CAPITAL OUTLAY

1 - Calculator - \$ 150
1 - Dictating Machine - 580

TOTAL \$ 730

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: CITY CLERK

ACTIVITY NO.: 110-40-090-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 184,914	\$ 200,910	\$ 174,510
12x Health and Life Insurance	<u>10,732</u>	<u>10,190</u>	<u>10,840</u>
TOTAL PERSONAL SERVICES	\$ 195,646	\$ 211,100	\$ 185,350
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	4,041	3,115	3,340
230 Transportation Out-of-city	40	200	
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	104		
270 Professional Services	10,492	12,815	10,870
291 Office Automation	16,200	15,480	17,750
292 Data Processing	9,454	15,480	17,840
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>7,770</u>	<u>8,000</u>	<u>8,000</u>
TOTAL CONTRACTUAL SERVICES	\$ 48,101	\$ 55,090	\$ 57,800
COMMODITIES			
310 Office Supplies	\$ 12,637	\$ 15,000	\$ 17,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	1,051	1,400	1,400
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 13,688	\$ 16,400	\$ 18,400
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment	7,522	8,500	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 7,522	\$ 8,500	\$ --
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 264,957	\$ 291,090	\$ 261,550

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: CITY CLERK

ACTIVITY NO.: 110-40-090-50000

The City Clerk is the ex-officio clerk of the Board of City Council members, the Board of Bids and Contracts and the Staff Screening and Selection Committee, and is responsible for preparing minutes of all meetings and performing such other duties as may be directed by either the Governing Body, the City Manager, or the Director of Finance. In 1987, the Director of Finance assumed the duties of the City Clerk, and the City Clerk's position has been deleted for 1988. This division is also responsible for 1) administering all Special Assessment Assistance and Deferred Assessment Programs; 2) coordinating bond and note processing; 3) ordinance processing; 4) Code Book revisions; and 5) maintaining official City records.

POSITION TITLE	POSITIONS		1988 EMPLOYMENT RANGE	1988 ADOPTED
	1987 BUDGET	1988 BUDGET		
City Clerk	1	0	--	\$ --
Deputy City Clerk II	1	1	629	33,650
Deputy City Clerk I	1	1	625	26,090
Administrative Aide I	1	1	620	22,000
Account Clerk II	1	1	619	18,430
Secretary	2	2	618/19	38,430
Data Control Clerk	<u>2</u>	<u>2</u>	617	<u>34,040</u>
Subtotal	<u>9</u>	<u>8</u>		\$172,640
ADD: Longevity				1,210
Year End Payroll Accrual				<u>660</u>
TOTAL				<u>\$174,510</u>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 442,572	\$ 409,320	\$ 430,760
12x Health and Life Insurance	24,859	23,600	25,110
TOTAL PERSONAL SERVICES	\$ 467,431	\$ 432,920	\$ 455,870
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	11,468	5,900	8,160
230 Transportation Out-of-city	901		
231 Transportation In-city			
240 Advertising	1,924	4,000	2,000
250 Insurance	10		
260 Dues and Subscriptions	1,811	1,605	1,600
270 Professional Services	40,961	59,250	44,400
291 Office Automation			550
292 Data Processing	241,182	297,770	273,030
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	226	500	250
TOTAL CONTRACTUAL SERVICES	\$ 298,483	\$ 369,025	\$ 329,990
COMMODITIES			
310 Office Supplies	\$ 14,550	\$ 18,690	\$ 17,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals	100		
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	577	650	650
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 15,227	\$ 19,340	\$ 17,650
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment		2,000	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ 2,000	\$ --
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 781,141	\$ 823,285	\$ 803,510

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against, waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

<u>POSITION TITLE</u>	<u>POSITIONS</u>		<u>1988 EMPLOYMENT RANGE</u>	<u>1988 ADOPTED</u>
	<u>1987 BUDGET</u>	<u>1988 BUDGET</u>		
Controller	1	1	E-9	\$ 43,290
Senior Accountant	1	1	629	33,650
Accountant III	1	1	628	32,000
Accountant II	4	4	626	118,890
Accountant I	1	1	623	25,030
Account Clerk III	2	2	621	45,520
Account Clerk II	4	4	619	82,970
Secretary	1	1	618/19	20,740
Account Clerk I	1	1	617	18,950
Clerk II	<u>1</u>	<u>1</u>	615	<u>16,620</u>
Subtotal	<u>17</u>	<u>17</u>		\$437,660
ADD: Longevity				6,110
Year End Payroll Accrual				1,680
LESS: 1/2 Accountant II (charged to Worker's Compensation)				(14,690)
TOTAL				<u>\$430,760</u>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	226,914	\$ 242,540	\$ 244,780
12x Health and Life Insurance	<u>10,336</u>	<u>9,810</u>	<u>10,440</u>
TOTAL PERSONAL SERVICES	\$ 237,250	\$ 252,350	\$ 255,220
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	5,796	7,655	5,010
230 Transportation Out-of-city	869		
231 Transportation In-city			
240 Advertising	106	1,000	1,500
250 Insurance			
260 Dues and Subscriptions	259	300	300
270 Professional Services		250	250
291 Office Automation	7,740	7,740	7,960
292 Data Processing	47,294	27,650	25,530
293 Central Maintenance			
294 Motor Pool Charges	123	190	210
295 Other Contractual Services	<u>1,547</u>	<u>1,470</u>	<u>300</u>
TOTAL CONTRACTUAL SERVICES	\$ 63,734	\$ 46,255	\$ 41,060
COMMODITIES			
310 Office Supplies	\$ 18,080	\$ 18,335	\$ 19,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals	48	100	100
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	1,471		
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 19,599	\$ 18,435	\$ 19,100
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment	149	160	4,400
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 149	\$ 160	\$ 4,400
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	
TOTAL	\$ 320,732	\$ 317,200	\$ 319,780

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

This division serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property. The Purchasing Division also administers the self-sustaining Stationery Stores/Duplicating/Microfilming operations. This enables departments to receive duplicating and microfilming services and office supplies as well as providing a mechanism to assess switchboard, postage, office machine maintenance, legal advertising, and vehicle registration costs to the departments. Finally, the Purchasing Division also oversees the City's Vehicle Liability and Building and Contents Insurance program and Risk Management activities. For 1988, one secretary position has been moved to the Budget and Management Division, as part of secretarial changes within the Department of Finance.

POSITION TITLE	POSITIONS		1988 EMPLOYMENT RANGE	1988 ADOPTED
	1987 BUDGET	1988 BUDGET		
Purchasing Manager	1	1	E-9	\$ 45,750
Assistant Purchasing Manager	1	1	629	33,650
Senior Buyer	1	1	627	30,440
Buyer	2	2	626	55,980
Secretary	3	2	618/19	37,590
Account Clerk I	1	1	617	18,950
Data Control Clerk	1	1	617	18,950
Subtotal	<u>10</u>	<u>9</u>		\$241,310
ADD: Longevity				2,540
Year End Payroll Accrual				<u>930</u>
TOTAL				<u>\$244,780</u>

CAPITAL OUTLAY

1 - Personal Computer - \$4,400

TOTAL \$4,400

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 76,367	\$ 79,045	\$ 81,780
12x Health and Life Insurance	<u>4,455</u>	<u>4,230</u>	<u>4,500</u>
TOTAL PERSONAL SERVICES	\$ 80,822	\$ 83,275	\$ 86,280
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	2,361	2,035	1,660
230 Transportation Out-of-city	80		
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions		240	240
270 Professional Services			
291 Office Automation			110
292 Data Processing	426	1,920	1,790
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>959</u>	<u>1,460</u>	<u>1,200</u>
TOTAL CONTRACTUAL SERVICES	\$ 3,826	\$ 5,655	\$ 5,000
COMMODITIES			
310 Office Supplies	\$ 9,381	\$ 9,690	9,500
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 9,381	\$ 9,690	\$ 9,500
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ --
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 94,029	\$ 98,620	\$ 100,780

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: FINANCE
 DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

This division is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The division acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Director also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

<u>POSITION TITLE</u>	<u>POSITIONS</u>		<u>1988 EMPLOYMENT RANGE</u>	<u>1988 ADOPTED</u>
	<u>1987 BUDGET</u>	<u>1988 BUDGET</u>		
Retirement and Insurance Director	1	1	E-11	\$39,590
Administrative Aide I	1	1	620	21,720
Secretary	<u>1</u>	<u>1</u>	618/19	<u>19,370</u>
Subtotal	<u>3</u>	<u>3</u>		<u>\$80,680</u>
ADD: Longevity				790
Year End Payroll Accrual				<u>310</u>
TOTAL				<u><u>\$81,780</u></u>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
PERSONAL SERVICES			
110 Salaries & Wages	\$ 312,046	\$ 322,935	\$ 335,710
12x Health and Life Insurance	<u>21,226</u>	<u>20,150</u>	<u>21,440</u>
TOTAL PERSONAL SERVICES	\$ 333,272	\$ 343,085	\$ 357,150
CONTRACTUAL SERVICES			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	6,532	5,840	4,870
230 Transportation Out-of-city			
231 Transportation In-city	463	300	470
240 Advertising	8		
250 Insurance	810	1,460	
260 Dues and Subscriptions	295	400	400
270 Professional Services	160		
291 Office Automation			110
292 Data Processing	16,556	27,050	24,050
293 Central Maintenance			
294 Motor Pool Charges	2,400	2,650	2,580
295 Other Contractual Services	<u>7,390</u>	<u>7,755</u>	<u>8,050</u>
TOTAL CONTRACTUAL SERVICES	\$ 34,614	\$ 45,455	\$ 40,530
COMMODITIES			
310 Office Supplies	\$ 33,370	\$ 31,665	\$ 33,000
320 Clothing and Linen		160	160
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	367	2,470	1,200
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities	<u>119</u>		
TOTAL COMMODITIES	\$ 33,856	\$ 34,295	\$ 34,360
CAPITAL OUTLAY			
420 Buildings	\$	\$	\$
440 Office Equipment	119		
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 119	\$ --	\$ --
OTHER			
	\$	\$	\$
TOTAL OTHER	\$ --	\$ --	\$ --
TOTAL	\$ 401,861	\$ 422,835	\$ 432,040

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: FINANCE
DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The Treasury Division is responsible for the collection and distribution of the City's revenue. Within this activity the City Treasurer is responsible for projecting cash balances, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management. The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of water bills and all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

POSITION TITLE	POSITIONS		1988	1988 ADOPTED
	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	
City Treasurer	1	1	E-10	\$ 40,470
Deputy City Treasurer	1	1	629	33,650
Administrative Aide III	1	1	625	27,580
Accountant I	1	1	623	25,030
Administrative Aide II	0	1	623	24,230
Account Clerk III	1	0	--	--
Account Clerk II	1	1	619	18,780
Cashier II	1	1	619	18,500
Account Clerk I	3	3	617	54,710
Parking Meter Coin Collector	2	2	617	34,510
Teller	3	3	615	47,480
Teller (P.T.-50%)	1	1	615	7,070
Subtotal	16	16		\$332,010
ADD: Longevity				2,420
Year End Payroll Accrual				1,280
TOTAL				\$335,710